

# MEMORANDUM

Department of Justice

TO: All Commissioners

AT Sacramento

FROM: Executive Secretary

DATE February 26, 1962

SUBJECT: Proposed Agenda - Commission Meeting  
El Mirador Hotel, Sacramento  
March 2, 1962 - 9:00 A.M.

1. Call to Order.
2. Approval of Minutes of December 8, 1961.
3. Approval of Expense Claims
4. Financial Report
5. Tenure of officers trained under Program (please review Minutes of 12/8/61, pp. 11 and 12.)
  - (a) Briefing by Willard H. Hutchins, Bureau of Criminal Statistics, Department of Justice.
6. Policy on definition of a high school.
7. Policy on classes of persons attending the basic course in certified schools.
8. Certificates - Basic, Intermediate and Advanced
  - (a) Status report on Intermediate and Advanced
  - (b) Action on the Basic Certificate
9. Policy on credit for prior training (please review Minutes of 12/8/61, pp. 4 through 9).
10. Requirement that each and every recruit employed comply with the standards (please review Minutes of 12/8/61, pp. 15 and 16).
11. Report on recruit standards inspections.
12. League of California Cities liaison.  
(Certificates to Cities and Counties - inserted)
13. Report on Junior College Curriculum standardization.  
(Certification of Pomona Police School - inserted).
14. Date and Place of next meeting.

15. Adjournment.  
GENE S. MUEHLEISEN

15th

State of California  
Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

March 2, 1962  
Sacramento, California

The meeting was called to order at 9:00 A.M. by Chairman McDonnell. All members of the Commission were present:

MARTIN C. MC DONNELL, Chairman  
ROBERT T. ANDERSEN, Vice Chairman  
HOWARD W. CAMPEN  
ALLEN B. COTTAR  
JAMES V. HICKS  
LOHN R. FICKLIN  
DAN KELSAY  
WILLIAM J. MC CANN  
ROBERT S. SEARES  
GEORGE H. BRERETON, representing the Attorney General

Also Present: GENE S. MUEHLEISEN, Executive Officer  
GEORGE H. PUDDY, Assistant to the Executive Officer  
MRS. BEVERLY CHAPMAN, Stenographer  
MRS. ESTHER LEVIN, Stenographer

Attended part of the meeting:

GOVERNOR EDMUND G. BROWN  
JACK BENNETT, Chief of Police, Riverside  
MERRILL S. GAFFNEY, Executive Secretary, California  
Peace Officers' Association  
WILLARD H. HUTCHINS, Bureau of Criminal Statistics,  
Department of Justice

Governor Edmund G. Brown visited the meeting for a short time. He was briefed on the progress of the Program and on the financial situation. He stated that he felt the Program would upgrade law enforcement and there was no doubt in his mind as to its necessity for the protection of California society. He indicated his support in 1963 to return the revenue assessment to the original concept of 10% rather than 5%. Upon departing he stated, "I feel this is one of the greatest things that has ever happened to California Law Enforcement and I will give it all the support I can."

The Chairman welcomed Commissioner McCann to the group.

### APPROVAL OF MINUTES

There being no corrections or additions, the minutes of December 8, 1961 were declared approved as mailed to all Commissioners.

### APPROVAL OF EXPENSE CLAIMS

The following travel expense claims of the Executive Officer were declared approved by Chairman McDonnell upon the motion of Campen, seconded by Cottar:

Dec. 5 thru 14, 1961	San Francisco, Los Angeles and area, Visalia, Bakersfield, Pomona, and Los Angeles & area.	\$114.89
Jan. 23 thru 25, 1962	Salem, Oregon - Pd. by Oregon	(\$103.00)
Feb. 8 thru 24, 1962	Palo Alto, Los Angeles, Santa Fe Springs, Huntington Beach, Westminster, Long Beach, Redding, and Fresno.	\$115.27

### FINANCIAL REPORT

#### Revenue

Balance December 31, 1961	\$521,484.23
Revenue - January	<u>20,401.75</u>

Total Revenue	\$541,885.98
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#### Expenditures

Salaries	\$ 2,566.00
Travel & Commissioner Expense	737.27
Other Operating Expense	<u>525.99</u>

Total Expenditures	<u>3,829.26</u>
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Balance January 31, 1962	<u>\$538,056.72</u>
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Incumbrances 1962 Period of Allocation

Balance of Fund - January 31, 1962		\$538,056.72
Incumbrances - July, 1961	\$48,960.10	
August, 1961	38,173.33	
September, 1961	21,879.18	
October, 1961	59,042.28	
November, 1961	49,049.61	
December, 1961	13,745.30	
January, 1962	<u>48,068.31</u>	<u>278,918.11</u>
Net Balance of Fund - January 31		\$259,138.61

Revenue Comparison

July, 1960 thru January, 1961	July, 1961 thru January, 1962
\$192,391.89	\$210,454.79

Encumbrance Comparison

\$ 17,136.48	\$278,918.11
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Motion by Ficklin, seconded by Kelsay that the Executive Officer be instructed to make inquiries and thereafter follow what is necessary to encumber in projection administrative support expenses through the balance of this allotment period. Carried unanimously.

The Executive Officer stated that a financial briefing had been given to the Executive Committee of the Peace Officers' Association. As a result, the Executive Committee directed their Law and Legislative Committee to consider legislation which would increase our revenue in 1963. Briefings will also be given before the League of California Cities, the Supervisors' Association, and legislative groups interested in the financial picture.

Mrs. Pamela Thompson, Consultant of the Assembly Committee on Criminal Procedures, has also been briefed on the financial needs of the program.

### TENURE OF OFFICERS TRAINED UNDER PROGRAM

It was reported that a survey has been conducted in compliance with a motion by Commissioner Leask at the meeting of March 29, 1961 to review the experience of tenure of peace officers for whom Commission funds were granted for the period October, 1960 to October, 1961. The survey was conducted by Deputy Sheriff Russell McComb, a Police Science intern at Sacramento State College. It was conducted as a class project without charge to the Commission.

The information gathered by Mr. McComb was organized by Willard H. Hutchins of the Bureau of Criminal Statistics, Department of Justice.

Mr. Hutchins briefed the Commission on the survey and a copy of his report was provided to each Commissioner. Additional copies of the survey are on file in the Commission office.

Motion by Seares, seconded by Campen that the Commission express our appreciation to Mr. Russell McComb, Sacramento State College, and the Bureau of Criminal Statistics for their assistance in conducting and compiling the survey, and that the Executive Officer develop a suitable questionnaire to be submitted annually so this kind of study may be continued. Carried unanimously.

### POLICY ON DEFINITION OF A HIGH SCHOOL

The Executive Officer recommended that a definition be adopted to clarify the term "high school" set forth in Section 1002 (a)(6) of the Rules and Regulations. Motion by Ficklin, seconded by Brereton that the definition of a high school be as follows:

A high school must be one of the following:

- (a) A school accredited as a high school by the Department of Education of the State in which the high school is located, or
- (b) A school accredited as a high school by the recognized regional accrediting body, or
- (c) A school accredited as a high school by the State University of the State in which the high school is located.

Motion carried.

It was recommended by the Executive Officer that the policy be made a part of Section 1001 of the Rules and Regulations when the next hearings are held to change the regulations. He further remarked that the Police Personnel Investigators' Guide being prepared by the staff would contain suggestions on how to verify high school education.

#### POLICY ON CLASSES OF PERSONS ATTENDING THE BASIC COURSE IN CERTIFIED SCHOOLS

A letter from Mr. John P. Peper, State Supervisor of Peace Officer Training, was read. The letter requested a written directive from the Commission stating whether or not the Commission desired to have auxiliary policemen trained in the same classes in which regular sworn personnel are trained. Mr. Peper recommended against the mixing of auxiliary policemen and sworn personnel in classroom training. Following a discussion, a motion was made by Ficklin, seconded by Seares that Mr. Peper be informed that the decision was beyond the authority of the Commission and that our function is to ascertain whether the level of instruction meets the standards required for the Program. Carried unanimously.

#### CERTIFICATES - BASIC, INTERMEDIATE AND ADVANCED

The Executive Officer gave a status report on the development of Intermediate and Advanced Certificates to be awarded under Section 1010(b) of the Rules and Regulations.

He stated that the Commission had requested the following groups to make recommendations of qualifications for the certificates:

1. Peace Officers' Association of California.
2. Peace Officers' Research Association of California.
3. Association of California State College Law Enforcement Program Administrators.
4. Association for Professional Law Enforcement.

Recommendations have been received from all of the groups except the Association for Professional Law Enforcement.

Copies of the recommended qualifications were provided to each Commissioner.

The Executive Officer emphasized the importance of the certificates in upgrading the California Peace Officer. It was further reported that the Peace Officers' Association, the Professionalization Committee of PORAC, the Orange County

Peace Officers' Association, Chief Clinton Wright of Huntington Beach, Chief Jack Bennett of Riverside and others have recommended that the Commission's "certificate of completion" be designated the "basic certificate", so there would be continuity in the issuance of three certificates for achievement at various levels, the basic, intermediate and advanced.

The organizations and individuals mentioned above have also recommended that an additional qualification to receive the certificate of completion (basic certificate) be the completion of one year of service in a Police Department or Sheriff's Office.

A lengthy discussion followed during which each Commissioner expressed his opinions pro and con on the certification proposals. A complete transcript of the discussion has been retained in the Commission office.

(At 10:45 A.M. Mr. Brereton was excused to fulfill a prior obligation.)

Motion by Campen, seconded by Seares that an opinion be obtained from the Attorney General's Office covering the Commission's authority to issue the various types of certificates discussed. Carried unanimously.

(At 12:00 Noon Commissioner Campen was excused to return to San Jose on County business. Campen assigned his vote by proxy to Commissioner Ficklin.)

#### POLICY ON CREDIT FOR PRIOR TRAINING

The Executive Officer presented the following report covering the background and recommendations on the subject of credit for prior training:

- I. The Commission's first concept was to give some type of constructive credit to trainees who had acquired all or portions of the prescribed basic course.
  - (a) This is permissible under our present Rules and Regulations, although it is not encouraged because of the administrative problem of evaluating the credit claimed.
  - (b) We know of no current situations where the use of constructive credit of this type would be advantageous to a jurisdiction.
- II. The suggested use of a Commission examination to test for acquired knowledge in each subject of the training claimed would greatly add to the duties of the Commission staff at this time. The preparation of a comprehensive and valid test would also be a time consuming major project.

- III. It is believed that the principal question appears to be whether the Commission desires to award credit for pre-service college training which meets the minimum basic course requirements.

Representatives of the Junior Colleges, State Colleges, and the Orange County Chiefs of Police and Sheriffs Association presented testimony on this subject at the December 8th meeting.

- (a) Summaries of their testimony have been forwarded to each of the Commissioners for review.

- IV. Before the Chairman calls for a discussion on this subject, it may be appropriate to brief you on current efforts being made to standardize the Junior College Police Science curriculums to include all of the subjects required in our basic course. There are presently 33 Junior Colleges offering Police Science training. 31 award AA Degrees.

- (a) The Junior College majors are known by various titles.
- (b) Subjects required in the majors vary from college to college.
- (c) A course title at one college may contain subject matter entirely different from the same course title at another Junior College.
- (d) The California Junior College Association Curriculum Committee recently requested the Bureau of Industrial Education to take the initiative in coordinating police training curricula and activities on a Statewide basis.
- (e) Similar action was also taken by the Training Committee of the Peace Officers' Association.
- (f) On February 6 and 7 a Junior College Curriculum Committee composed of 14 Junior College Police Science Coordinators, Tom Reddin of the Peace Officers' Association, and P.O.S.T. met in Sacramento.
- (g) Problem was to satisfy the Junior College people, the four-year colleges and P.O.S.T.
- (h) Standard course titles were selected and credits to be awarded were recommended. "Police Science" was adopted as the standard title of the major.



- (i) A Sub-Committee, including the Executive Officer, met in Fresno February 23 and 24 to prepare course descriptions.
- (j) Executive Officer will make presentation before the 24th Annual Conference on Industrial Education at San Diego in support of the standardized curriculum. The final meeting will also be held with the Deans of Instruction. If adopted by the Deans, it will standardize throughout California.

V. The following policy is recommended for your consideration:

The Executive Officer then presented a proposed policy for consideration of the Commission in the event they desired to accept pre-service college training in lieu of the basic course.

The policy was amended and adopted as follows:

- A. Credit for pre-service college training may be accepted in lieu of the basic course described in Section 1005, 1007, and 1009, providing said pre-service training meets the following requirements:
  - (1) The training must have been completed at a college certified by Commission.
  - (2) The students' course of study shall include all of the required subjects and minimum hours set forth in Section 1005 (b)(1)(A) of the Rules and Regulations.
  - (3) Satisfactory completion of the requirements for and the award of the Degree of Associate in Arts with a major in Police Science, or a minimum of 60 units in a Police Science major leading to a Degree or a Police Science transfer course acceptable for entrance into a State College or University.
- B. Within 60 days after the date of employment, the employing jurisdiction shall forward to the Commission the name, date of birth, date of employment and a copy of the degree or college transcript for each officer whose training is claimed to have been accomplished under the provisions of this section.

REQUIREMENT THAT EACH AND EVERY RECRUIT  
EMPLOYED COMPLY WITH THE STANDARDS

The Executive Officer reviewed the Attorney General's opinion July 11, 1961 which had been discussed at the meetings of September 9 and December 8, 1961.

The proposed policy which had been forwarded to all Commissioners was read as follows:

**EACH RECRUIT EMPLOYED MUST COMPLY WITH THE STANDARDS**

- (a) To be eligible for aid, a jurisdiction must adhere to the minimum standards for recruitment and training as defined in the regulations for each and every officer employed during the period of allocation in which the jurisdiction applies for aid.
- (b) In the event one or more officers are employed who do not meet the minimum standards for recruitment and training as defined in the regulations, the jurisdiction shall be ineligible to receive any amount of aid during the period of allocation in which the ineligible officers were employed.

Motion by Campen (proxy by Ficklin) that the policy be adopted as read.  
Seconded by Ficklin. Carried unanimously.

**REPORT ON RECRUIT STANDARDS INSPECTIONS**

The Assistant to the Executive Officer briefed the Commission on recruit inspection procedures authorized under Section 13512 of the Penal Code. He stated, in substance, that during the past six months the employment procedures of approximately 17 cities and counties have been inspected by the staff.

Compliance with the minimum recruit standards set forth in Section 1002 of the regulations has generally been good. The most common deficiencies have been:

1. Failure to obtain documentary proof of citizenship and age after employment.
2. No inquiries to local out-of-state police agencies to determine if local criminal records exist.
3. Inadequate background investigation due mainly to lack of trained personnel for this purpose.
4. Little proof of education in the form of diplomas, transcripts and/or letters from schools or G.E.D. Certificates.
5. Inadequate medical examination forms and procedures; e.g., one jurisdiction requires a candidate to pay \$10.00 for his examination at a designated

private doctor who reports to the agency that the recruit is or is not fit for duty. No written report is given to either recruit or the department.

Practices in which most agencies contacted were progressive were:

1. Good records of F.B.I. and C.I.I. reports.
2. Verification of clear record with the Division of Driver Licenses - D.M.V.
3. Excellent summary reports by investigators of the subject's background investigation in those agencies who had made these investigations. Frequent interviews with wife of applicant in her home.
4. Well organized oral interviews staffed by Chiefs or Sheriffs, Mayors, Councilmen, City or County Administrators and frequently by a prominent lay member of the local community.

The need for a personnel investigators' handbook or guide has been pointed up by our inspections to increase the comprehensiveness of the background investigation and such a guide is being prepared by the staff.

List of cities and counties in which inspections have been made since August, 1961:

Huntington Beach  
Westminster  
Long Beach  
Red Bluff  
Alhambra  
Arcadia  
Hawthorne  
Monterey Park  
Petaluma

Roseville  
Red Bluff  
Ukiah  
Yuba City  
Kern County  
Lake County  
Sacramento County  
Sonoma County

The Executive Officer stated that cities and counties have welcomed the inspections and have been very cooperative, that in some cases statements for the local press were made to emphasize that the local agency is complying with the Program.

It is believed that the discussion of local peace officer employment practices is an outstanding service being rendered by the Commission towards the upgrading of the California peace officer. Suggestions made by the Commission staff to improve local procedures have been enthusiastically received by

police officials, personnel directors and city managers.

#### LEAGUE OF CALIFORNIA CITIES AND OPERATION P.O.S.T.

The Executive Officer reported that liaison had been established with the League of California Cities to cover one phase of "Operation P.O.S.T.". Presentations by the Commission staff at League Regional Division Meetings had been suggested.

A pin map suggested by Commissioner Ficklin showing the non-complying cities throughout the various Regional Divisions of the League was displayed and commented upon. A report prepared by the staff showing cities which do not meet the P.O.S.T. standards within each of the 13 Regional Divisions of the League was discussed.

Principal Divisions and total populations of the cities not meeting the standards were reported as follows:

Peninsula Division	364,000
Los Angeles County	250,000
So. San Joaquin Division	170,710
Citrus Belt Division	165,850
Channel Counties	138,155
Sacramento Valley	137,770

A future meeting with the League is being arranged to implement this phase of Operation P.O.S.T.

#### CERTIFICATION OF SCHOOLS

Following a description of the course and facilities of the Pomona Police Academy, the school was declared officially certified by the Commission upon the motion of Seares, seconded by Andersen and carried unanimously.

#### CERTIFICATES ISSUED TO CITIES

Motion by Andersen, seconded by Seares that certificates be issued to all complying jurisdictions on an annual basis. Carried unanimously.

#### PUBLICITY ON PROGRAM

Commissioner Seares suggested that the Commission's Program be made known to all legislators and other persons concerned with the Program. The Executive Officer reported that a brief Progress Report on the Program was being prepared which would be suitable for this purpose.

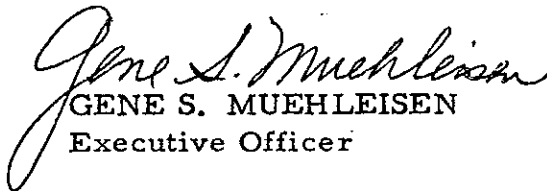
DATE AND PLACE OF NEXT MEETING

Motion by Kelsay, seconded by Andersen that the next meeting be held at Monterey on June 8, 1962, at 9:00 A.M. Motion carried.

ADJOURNMENT

Meeting was adjourned at 3:20 P.M.

Respectfully submitted,

  
GENE S. MUEHLEISEN  
Executive Officer